

Appendix C

FORMAT FOR REQUESTING GS-1102 OR  
CONTRACTING OFFICER WARRANT WAIVERS

From: (Management official authorized to make the request)  
To: (Command Senior Contracting Official or Navy Contracting Career  
Management Board, as appropriate)  
Via: (As determined by command)

Subj: REQUEST FOR (Specify GS-1102 or contracting officer warrant)  
WAIVER

1. Please grant a (specify GS-1102 or contracting officer warrant) waiver  
for:

Name:

Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy  
military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the specific requirements that the person lacks. Be specific as  
to the amount that is lacking, e.g., lacks 8 of the 24 semester hours of  
education, lacks 11 of the 24 months of contracting experience, etc.

3. Provide justification for the request. The justification must contain the  
following statement: "I certify significant potential for the following  
reasons: (insert the rationale in support of the certification)."

Signature of requesting official and title

Approved/Disapproved

\_\_\_\_\_  
Signature of approving official and date

Distribution (after approval):

Original to the requesting official (requesting official see part 1,  
chapter III, paragraph 8d for further distribution)  
Two copies to the DACM

Appendix C to  
Enclosure (1)

31 MAY 1995

## General Guidance

1. Follow the GS-1102 or contracting officer warrant waiver format as it is vital that all required information be provided. Review part 1, chapter III before initiating a GS-1102 or contracting officer warrant waiver. Basic requirements are:

a. GS-1102 must have:

- (1) A baccalaureate degree; or
- (2) 24 semester credit hours in business disciplines; or
- (3) Successfully completed acceptable equivalency examinations; or
- (4) As of 1 October 1991, had at least 10 years of experience in positions in which the person obtained experience directly relevant to the field of contracting.

b. Warrant requirements are:

- (1) Completion of all mandatory training courses at the grade level in which the person is serving; and
- (2) 2 years of contracting experience; and
- (3) The GS-1102 requirement identified above.

2. These waivers must be granted before the person is assigned to the position or granted the warrant.

a. A GS-1102 waiver is an assignment waiver. The person may not be assigned to another GS-1102 position (this includes career ladder promotions) unless the person meets the statutory requirements or is granted another waiver.

b. Warrant waivers are only valid for the particular warrant for which granted and terminate when the warrant is terminated. The waiver is valid for as long as the person retains the same warrant.

3. These waivers must be initiated by management. Review acquisition organization implementing procedures to determine who is authorized to request and approve the waiver.

4. A GS-1102 or contracting officer warrant waiver cannot be granted unless the granting official certifies that the person has significant potential for advancement. Be certain to include a statement justifying significant potential. Cite specific reasons, e.g., job performance, qualifying experience, etc., to support the justification.

5. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.